

MINISTRY OF EDUCATION AND SCIENCE OF UKRAINE

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Methodological guidelines  
for control and individual work  
on the subject

**“ENGLISH FOR ACADEMIC AND  
BUSINESS PURPOSES”**

*(for part-time Master's Degree students of all the University specialities)*

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## INTRODUCTION

These educational materials are designed for the Master's Degree students of all the University specialities to practise and improve English grammar.

The manual concentrates on those structures which students want to use, but which often cause difficulty. There are 6 units in the manual. Each unit focuses on a particular point of grammar. They are not ordered according to level of difficulty, so the manual should not be worked through from beginning to end. It should be used selectively and flexibly in accordance with the grammar syllabus being used and the difficulties students are having.

The manual can be recommended both for using in class and for students' self-study.

## Unit 1

### The Passive Voice

**Exercise 1.** Match the beginning of the sentence on the left with its ending on the right.

1) The experiment	a) been held recently?
2) The mail	b) was erected three hundred years ago.
3) These machines	c) was being looked for everywhere.
4) When can the new equipment	d) will be described in several journals.
5) It's a pity the concert	e) are made and contracts are signed in this office.
6) Are the orders	f) is being designed by several well-known architects.
7) If we use the old methods, a lot of time	g) were built with very simple tools many years ago.
8) Something important	h) was not recorded,
9) No decisions	i) are going to be tested again.
10) This monument	j) have been taken yet.
11) Offers	k) was being discussed, so I sat down to listen.
12) Have any interesting exhibitions or fairs	l) may be wasted and very little be achieved,
13) All these little wooden houses	m) always fulfilled in time?
14) The future church	n) usually brought at 9 a.m.
15) The lost dog	o) be installed?

**Exercise 2.** Change the following sentences into the Passive Voice.

**A. Using the Indefinite Tenses (give two forms where possible).**

*Example: Tom gave her a book. — She was given a book. The book was given to her.*

1. He broke my watch. 2. The teacher explained the rule to the students. 3. He often asks me to help them. 4. They usually do written exercises in class. 5. She will make a new discovery soon. 6. Steve will make a report at the conference. 7. They play tennis all year round. 8. His friends never forgave his betrayal. 9. The manager offers me several jobs. 10. They will promise you much, but don't imagine they will give you everything. 11. His parents regularly sent him parcels with fruit from their garden. 12. They usually send their children to camp for summer. 13. The officer charged him with a very important mission. 14. I'm sure we'll settle the matter easily. 15. The policeman fined the driver for exceeding the speed limit. 16. Somebody calls her every day. 17. We request the passengers leaving for London to register. 18. The manager will sign contracts tomorrow.

**B. Using the Indefinite Tenses (pay attention to prepositions).**

*Example: She looks after him well. — He is well looked after (by her).*

1. We sent for the police. 2. They speak much about this book. 3. They often laugh at him. 4. They listened to our conversation very attentively. 5. I think they will wait for us only in a week. 6. Nobody took notice of his late arrival. 7. We looked through all the advertisements very attentively. 8. He was a brilliant speaker, and whenever he spoke, the audience listened to him with great attention. 9. They will look after him in hospital much better. 10. Everybody looked at her new dress with interest. 11. She sent them for a taxi. 12. People will talk much about the successful performance of the young actress. 13. They always make fun of him. 14. The teacher pointed out gross mistakes in the translation. 15. He referred to very interesting plans. 16. They agreed upon Monday as the most suitable day. 17. He did not touch upon this question unfortunately. 18. They spoke to him about his promotion yesterday.

**C. Using the Continuous Tenses.**

*Example: They are solving a difficult problem now. — The problem is being solved now.*

1. Don't come in! The professor is examining students. 2. Can I read the article? — No, the secretary is typing it. 3. We had to hurry. They were waiting for us. 4. It was noisy. Nobody was listening to him. 5. Does he realize that they are laughing at him? 6. Look at this man. I think he is following us. 7. Listen carefully! He is giving a very interesting talk. 8. The waiter is serving us rather fast. 9. The secretary was looking through morning mail. 10. The interpreter is translating their conversation rather well. 11. The briefing is in full swing. The correspondents are interviewing the participants of the conference. 12. The company was developing a new project. 13. You can't watch the film now. The mechanic is fixing the TV set.

**D. Using the Perfect Tenses**

*Example: They have already brought the medicine. — The medicine has already been brought.*

1. You have repaired our house lately. 2. When the fire brigade came, the fire had destroyed the building. 3. The athlete has shown much better results since this coach trains him. 4. I will have answered all the business letters by noon. 5. The president of the board has signed the document. 6. Is she washing the floor? — No, she has already washed it. 7. By his arrival they had repaired his car. 8. He has booked the tickets and the clerk will have brought them by 2 o'clock. 9. They had painted the house by his arrival. 10. The police haven't found the reason for the accident yet. 11. Have you touched anything here? 12. The sociologist has interviewed a lot of students. 13. Have they tested all the machines? 14. The flood has caused considerable damage. 15. John will have received the papers by tomorrow.

**E. Using modal verbs.**

*Example: He can do this work. — The work can be done (by him).*

1. She can find a job easily. 2. The matter is urgent. They should phone her immediately. 3. The boss wants Mr. Black. You must find him. 4. I can make an interesting offer to you. 5. He's get a *pay* rise and LOW they can buy a new house. 6. You must send the document as quickly as possible. 7. The weather is warm. She may plant the flowers. 8. The document is of great importance. He must show it to us. 9. He must give back the book on Sunday. 10. Their kitchen is large and they can use it as a dining room. 11. Ecologists say that we should take care of our planet". 12. You must send for the doctor immediately. 13. The lecture is over. You may ask questions. 14. You should avoid the center of town during<sup>1</sup> rush hours. 15. They agreed that the club should raise membership fee.

**Exercise 3.** *Choose the correct grammar form to translate a predicate.*

1. Цей будинок був побудований в минулому році.
  - a) was being built
  - b) has been built
  - c) was built
2. Зараз тут будується новий супермаркет.
  - a) is being built
  - b) is building
  - c) is built
3. На цьому тижні викладач пояснив (викладачем був пояснений) новий матеріал.
  - a) had been explained
  - b) was explained
  - c) has been explained
4. Нову будівлю інституту вже побудували, коли я поступила на юридичний факультет
  - a) was built
  - b) has been built
  - c) had been built
5. Студентів екзамнують два рази в рік.
  - a) are being examined
  - b) is examined
  - c) are examined
6. «Ви були неухажні, коли пояснювалося це правило», – сказав викладач.
  - a) was explained
  - b) had been explained
  - c) was being explained
7. Квіти вже політі.
  - a) are watered
  - b) have been watered
  - c) were watered
8. Такі столи роблять з дорогого дерева.
  - a) are being made

- b) have been made
  - c) are made
9. Цей фільм ніколи не показували по телевізору.
- a) has never been shown
  - b) was never shown
  - c) had never been shown
10. Мою квартиру відремонтують до суботи.
- a) will be repaired
  - b) will have been repaired
  - c) is being repaired
11. Списки все ще друкуються.
- a) are typed
  - b) are being typed
  - c) have been typed
12. Їх ще не запросили.
- a) were not invited
  - b) had not been invited
  - c) have not been invited
13. Вам повідомлять про це завтра.
- a) will be informed
  - b) will have been informed
  - c) are informed
14. Коли я увійшов, обговорення було перервано.
- a) had been interrupted
  - b) was interrupted
  - c) has been interrupted
15. Земля була вкрита снігом
- a) was being covered
  - b) was covered
  - c) had been covered

**Exercise 4.** *Open the brackets and use the verb in the appropriate form of the Passive Voice.*

1. The first draft resolution (not discuss) yesterday; it (withdraw) long before the beginning of the meeting. 2. He is not in town; he (send) on a special mission, 3. Don't come into the compartment; the berth (fix) now. 4. A new underground line (construct) now. They say one of its stations (build) in my street. 5. He wants to know when the final decision (take). The activities of the committee and their delays already much (speak) about. 6. It was three o'clock. We (tell) to hurry up because we (wait). 7. Do you believe that such a problem can (solve)? 8. It must (do) without delays. 9. On September 9, 1850, California (admit) to the Union as the thirty-first state. 10. Don't speak in a loud voice: we (listen). 11. The plan (approve)? — No, it (discuss) now. — How long it (discuss)? 12. By the time he arrives everything (settle). 13. Not all the necessary things (buy) for our trip that's why the departure



(postpone). 14. The money (lend) to him two months ago, but it (not give) back yet. 15. The business day was in high gear: the mail (look) through, documents (type), letters (answer), talks (hold). 16. Wait a minute. The table (lay). 17. Dynamite (invent) by Alfred Bernhard Nobel. 18. This exercise may (write) with a pencil. 19. This work (do) before you went to Moscow? 20. If you (ask) about it, will you be able to answer?

**Exercise 5.** *Find and correct the mistakes if any.*

1. Don't bring the article today. It will be being typed only tomorrow. 2. The South Pole was discovered by Amundsen in 1912, 3. The book which was written last month is discussing a lot. It has been written a lot of articles about. 4. When I came, an experiment was been holding in the lab. 5. Do you know that this house was belonged to Mr. Brown? 6. What new buildings have been built in your town since I was there? 7. The building was collapsed during the earthquake. 8. Have you seen him? Has he been changed much? 9. Do you know that you are following? 10. I hope this journal can find at the library.

## Test 1

### I. Circle the correct answer.

1. Her idea *took* / *was taken* for granted.
2. The wind *has broken* / *has been broken* their glass door.
3. Italian *speaks* / *is spoken* in Switzerland.
4. His book *is reading* / *is being read* at the moment in the high society circles.
5. Da Vinci *had painted* / *had been painted* Mona Lisa before some of his other famous paintings.
6. Anna Karenina *was writing* / *was written* by Tolstoy.
7. The prize *will give* / *will be given* to her by the president.
8. We are going to *leave* / *be left* alone by our teachers if we change our attitude.
9. Why can't you *tell* / *be told* me the truth?
10. Their brother *has employed* / *has been employed* for six years.
11. He *gave* / *was given* a present to her.
12. She *gave* / *was given* this present for her wedding anniversary.
13. My bike *runs* / *is run* very fast.
14. He *knocked down* / *was knocked down* by a bike yesterday.
15. Her house *ruined* / *was ruined* in the fire.
16. I don't know anything about building. I *will have built my house* / *will have my house built*.
17. Although she is a professional cook, she *has all her cakes made* / *makes all the cakes*.
18. She is a hair-dresser, so she *has had her new hair-style done* / *has done her new hair-style*.

19. I didn't go to the post office. I *had all the letters sent by my secretary / had sent all the letters*.

20. Our son *had his bike repaired / repaired his bike*. We are so proud of him.

## **II. Transformations**

### **A. Make these sentences passive.**

1. The garage mechanic is repairing the car now.

2. A famous director has donated one million dollars for the victims of tsunami.

They were still building the hotel when there was an earthquake.

3. They had planned the itinerary long before they went on their trip.

4. They will deliver the newspapers early in the morning.

5. The fire destroyed all the files.

6. What have you done to make them feel better?

7. They will have completed most of the work by the time the president arrives.

8. People believed for a long time that the Earth was the centre of the Universe.

9. They made him pay back all the money.

### **B. Make the following sentences active.**

1. Were you told to show your luggage?

2. Our conversation is being recorded by the police.

3. The cake will have been taken out of the oven by lunch time.

4. We are going to be given the handouts by the lecturer.

5. The word "Croatian" should be written with a capital letter.

6. Our flight has just been announced.

7. Opals are mined for in Australia.

8. The drinks were being served by a handsome bartender.

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9. Several students had been punished by that teacher before the parents were warned about the problem by the authorities.

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10. The essays are to be handed in at the end of the week.

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**III. Put the verbs in brackets into the appropriate passive form.**

1. The conference was over after the final conclusions \_\_\_\_\_ (draw).
2. Look at this beautiful lace! Where \_\_\_\_\_ it \_\_\_\_\_ (make)?
3. The report \_\_\_\_\_ (give) next Saturday.
4. What's going on in your house? \_\_\_\_\_ it \_\_\_\_\_ (occupy) by some party goers?
5. The old oak tree \_\_\_\_\_ (knock) down in the heavy storm yesterday.
6. Jane is not here. She \_\_\_\_\_ (take) to hospital.
7. I have decided it. I \_\_\_\_\_ (prepare) well for the final exam next week.
8. It is such an interesting poster! Who \_\_\_\_\_ it \_\_\_\_\_ (create) by?
9. They \_\_\_\_\_ (humiliate) in public for more than two hours before the police finally arrived.
10. I \_\_\_\_\_ (tell) the whole story. That's why I can't judge them.
11. He must \_\_\_\_\_ (support) by very powerful people during his last campaign.
12. A lot of paintings \_\_\_\_\_ (steal) last summer, but luckily they have all been found.
13. Who \_\_\_\_\_ The Titanic \_\_\_\_\_ (direct) by?
14. I have forgotten to do it, but I promise, it \_\_\_\_\_ (do) in a minute.
15. This coat can't \_\_\_\_\_ (wash) in a washing machine.
16. \_\_\_\_\_ (injure) in a car accident, she never wanted to drive again.
17. This project has got \_\_\_\_\_ (finish) before the end of the month.
18. She loves \_\_\_\_\_ (take) to a restaurant.

## Unit 2

### Sequence of Tenses

**Exercise 1.** *Change the following into indirect speech.*

1. "I have something to tell you," I said to her. 2. "I met her for the first time on a warm sunny morning last spring," he said. 3. "I am going to call again tomorrow, mother," she said. 4. "I've been to Turkey twice, but so far I haven't had time to visit Istanbul," said Robert. 5. "It will be very difficult to persuade her to take care of herself, doctor," I replied. 6. "The president is to come to Madrid the day after tomorrow," said the BBC announcer. 7. "We have a lift but very often it doesn't work," they said. 8. "We have bought a new flat. But we don't like it so much as our last one," said my cousin. 9. "I have left a message for him, but he hasn't phoned yet," she said. 10. "I've no idea who has done it but I'll find out," said Peggy. 11. He said, "My mother has just been operated on." 12. 'I'll come with you as soon as Fin ready,' she replied to me. 13. I have a French lesson this evening and I haven't done my homework yet," said the small boy. 14. "She has been sitting in the garden since the police came," I said to the officer. 15. "You haven't closed the window and has forgotten to turn off the light," he pointed out.

**Exercise 2.** *Change the following general questions into indirect speech. Begin your sentences with the words I/he wondered, we/they asked, she/he wanted to know, etc. Example: Did she go shopping? — I asked if/ whether she had gone shopping.*

1. Are your children still skiing? 2. Have they had breakfast yet? 3. Is Mike still taking an exam? 4. Did she take part in the performance? 5. Had they already left by the time you went to the station? 6. Do they regularly go to the swimming pool? 7. Will she buy a new Hoover? 8. Will she be training at 10 tomorrow? 9. Does he usually go to the Caribbeans for his holiday? 10. Did she learn to play the guitar? 11. Has the decision been already taken? 12. Do you know when the results will be out? 13. Does he know your new address? 14. Have you known each other for a long time? 15. Did he begin smoking a pipe?

**Exercise 3.** *Change the following special questions into indirect speech. Begin your sentences with the words I/he wondered, we/they asked, she/he wanted to know, etc. Example: When did she go shopping? — He asked when she had gone shopping.*

1. Why did he decide to go to Ethiopia? 2. When was she sent on business? 3. Who will fulfill this task? 4. How long has she been staying here? 5. Who will play the role of Hamlet? 6. What is shown in this diagram? 7. What is he going to do on Sunday? 8. How long have they been developing this project? 9. Who was this book written by?

**Exercise 4.** *Imagine that you have come to study to a foreign country and students are asking you questions. Report these questions later to your friend.*

*Example: "What country do you come from?" asked Bill. — Bill asked what country I came from.*

*"Do you often go to the swimming-pool?" asked Pete. — Pete asked if I often went to the swimming-pool.*

1. "How long have you been here?" said Ann. 2. "Are you working as well as studying?" asked Peter. 3. "Have you got a work permit?" Bill wanted to know. 4. "What are you going to study?" asked Ann. 5. "Have you enrolled for more than one class?" said Peter. 6. "Do you want to buy any second-hand books?" said Bill. 7. "Have you seen the library?" asked Ann. 8. "Do you play rugby?" said Peter. 9. "Will you have time to play regularly?" he went on. 10. "Did you play for your school team?" asked Bill. 11. "Are you interested in acting?" asked Ann. 12. "Would you like to join our drama group?" she asked. 13. "What do you think of our canteen?" asked Pete.

**Exercise 5.** *Change commands, requests, recommendations into indirect speech.*

*Example: "Close the door," she asked me. — She asked me to close the door.*

1. "Open the safe!" the raiders ordered the bank clerk. 2. "Please do as I say," he begged me. 3. "Help your mother, Peter," Mr. Pitt said. 4. "Don't make too much noise, children," he said. 5. "Do whatever you like," she said to us. 6. "Don't miss your train," she warned them. 7. "Read the document before you sign it," the lawyer said to his client. 8. "Fill in the blank again," he said. 9. "Buy a new car," I advised him. 10. "Don't drive too fast," she begged him. 11. "Don't put your bicycle near my window," said the shopkeeper to me. 12. "Come to the cinema with me," he asked her. 13. "Cook it in butter," I advised her. 14. "Send for the fire brigade," the manager said to the porter. 15. "Please pay at the desk," said the shop assistant to her. 16. "Don't argue with me," said the teacher to the boy. 17. "Pull as hard as you can," he said to her. 18. "Don't lend anything to her," he advised us. 19. "Stand clear off the door," a voice warned the people. 20. "Put down that gun. It's loaded," she warned him.

**Exercise 6.** *Change sentences with modal verbs and their equivalents into indirect speech.*

1. "If what you have said is true I must go to the police," he said. 2. "You don't need to come in tomorrow," said my employer. "You may take a day off." 3. "I'll be busy next week and won't be able to help you," she said to us. "Besides this text must be typed and as for me, I cannot type, so I'll have to ask somebody to do it," she added. 4. The official said, "This passport photo isn't like you at all. You must have another one taken." 5. "I needn't get up till nine tomorrow," I said. 6. "I must go to the dentist tomorrow," she said to me. "I have an appointment." 7. "I will go to bed. I had to get up very early today," he said. 8. "I couldn't meet her, I was working," he said. 9. "Ann's English is very poor. She must study very hard," the teacher said. 10. "Something was wrong with the receiver, I could not hear you well yesterday," she said.

**Exercise 7.** *Change the following into indirect speech paying attention to conditional sentences.*

1. "I'll put a book into your briefcase in case you want to read," Mother said. 2. He said, "If she follows my advice, all will turn out well." 3. "Annette will have come to Paris in an hour if there are no delays," Pete thought. 4. "These letters must be sent immediately as soon as they are translated," the manager said. 5. "I'll take you out for a walk after I have seen the film," he said to his dog. 6. "I am sure she will sing to us provided we ask her," he whispered. 7. "If she trains hard she will win the Cup," the trainer said. 8. "If she stays in bed for a couple of days, she will be all right in a week," the doctor said to the mother. 9. "If the train comes on time we'll be able to see the football match," he said to me. 10. She said, "I won't come if I am not invited."

**Exercise 8.** *Translate into English paying attention to the sequence of tenses in the clauses of time and condition.*

1. Я знав, що коли вони повернуться, вони обов'язково подзвонять нам. 2. Він сказав мені, що вони не поїдуть туди, поки не дізнаються адреси. 3. Вона сказала, що зустріла приятеля, з яким вчилася в школі. 4. Вона сказала мені, що напевно чи впізнає район, оскільки він сильно змінився. 5. Він запитав, що я робитиму, коли вийду на пенсію (retire). 6. Він сказав, що як тільки документи будуть отримані, їх пришлють нам. 7. Медсестра (nurse) сказала, що ми зможемо поговорити з лікарем тільки після того, як він огляне хворого (examine a patient). 8. Він запитав мене, чи є яка-небудь надія, що я змінюся. 9. Кореспондентів повідомили, що проблема цін ще обговорюється і що, як тільки вона буде вирішена, контракт буде підписаний. 10. Він сказав, що пройшло п'ять років з тих пір, як вони одружені. 11. Він нагадав (remind) мені, що коли ми були студентами, ми завжди допомагали один одному. 12. Професор сказав, щоб я не приходив, поки не вивчу увесь матеріал.

## Test 2

**Choose the right variant.**

1. He \_\_\_ for some time before a servant \_\_\_ and \_\_\_ what he \_\_\_\_.
- a) knocked, opened, asked, wanted
  - b) was knocking, opened, asked, was wanting
  - c) had been knocking, opened, asked, wanted
  - d) had knocked, had opened, had asked, had wanted
2. The doctor \_\_\_ there \_\_\_ nothing to worry about if the fever \_\_\_ above 38.5°.
- a) said, was, would not go
  - b) tells, is, will go
  - c) says, had been, went
  - d) said, was, did not go

3. I \_\_\_\_ a wash and a brush-up before starting to go to the luncheon Tom \_\_\_\_ me to, when they \_\_\_\_ me from the desk to say that he \_\_\_\_ below.
- had, was invited, were ringing, had been
  - was having, invited, had rung, was
  - was having, had invited, rang, was
  - had been having, had invited, had rung, had been
4. While we \_\_\_\_ at \_\_\_\_ lunch, a letter \_\_\_\_ to me from my sister.
- were, \_\_\_\_, was delivered
  - had been, a, was being delivered
  - were, the, had been delivered
  - have been, \_\_\_\_, has been delivered
5. Some day I \_\_\_\_ to Paris to revisit all the places where I \_\_\_\_ in the time of my youth. I \_\_\_\_ them for a quarter of a century or so.
- will have gone, have lived, haven't seen
  - am going, had lived, did not see
  - will go, lived, haven't seen
  - will be going, had lived, hadn't seen
6. Hardly \_\_\_\_ asleep \_\_\_\_ an alarm clock \_\_\_\_.
- have I gone, than, will ring
  - had I gone, when, rang
  - I had gone, then, had rung
  - was I going, as, was ringing.
7. We \_\_\_\_ continue our research unless he \_\_\_\_ us.
- can't, won't help
  - will not be able to, does not help
  - can, will help
  - won't be able to, helps
8. We \_\_\_\_ him in many moods, but none of us \_\_\_\_ him to do a cruel thing.
- see, ever know
  - see, don't ever know
  - have seen, have ever known
  - have seen, haven't ever known
9. He needed to feel that he \_\_\_\_, that he \_\_\_\_ here, and that his word \_\_\_\_.
- was being listened to, was commanding, was always obeyed
  - is being listened to, is commanding, is always obeyed
  - was listened to, was being commanding, was always being obeyed
  - is listened to, is being commanding, was always being obeyed
10. Look! What \_\_\_\_ beautiful view! The sun \_\_\_\_ yet, but the grey sky \_\_\_\_ near the horizon.
- \_\_\_\_, was not appeared, is parted
  - \_\_\_\_, did not appear, parted
  - the, has not been appeared, has parted
  - a, has not appeared, is parted.

11. When he saw that someone \_\_\_\_ at him, he did not immediately realize who this someone \_\_\_\_.
- looked, is
  - was looking, was
  - has been looking, is
  - had looked, was being
12. While our coffee \_\_\_\_, I \_\_\_\_ him our sad story which impressed him \_\_\_\_.
- was making, told, greatly
  - was being made, said, great
  - had been made, told, great
  - was being made, told, greatly
13. It \_\_\_\_ in the night, but now there \_\_\_\_ sunshine.
- has rained, was
  - had rained, had been
  - is raining, is being
  - has been raining, is
14. As he \_\_\_\_ the room that morning, Ann \_\_\_\_ up the letter which she \_\_\_\_.
- was entered, was holding, had just received
  - was entering, has held, has just received
  - entered, was holding, had just received
  - had entered, held, has just received
15. I \_\_\_\_ a note with the address of the hotel and the boy's name into his pocket \_\_\_\_ he \_\_\_\_ his way.
- have put, provided, will lose
  - will put, providing, will have lost
  - have put, in case, loses
  - will have put, when, have lost
16. They \_\_\_\_, but as they \_\_\_\_ me there \_\_\_\_ a hush.
- were talking, saw, was
  - are talking, have seen, had been
  - had been talking, will see, would be
  - have been talking, had seen, will be
17. Come on, if the sun \_\_\_\_ before we \_\_\_\_ home, we \_\_\_\_ our way.
- has set, reach, will lose
  - will have set, will reach, lose
  - will have set, reach, will lose
  - has been set, will reach, lose
18. \_\_\_\_ when he \_\_\_\_ her for the first time.
- Tell me, has met
  - Say me, had met
  - Say to me, met
  - Tell me, met
19. He was tired and by the time I \_\_\_\_, he \_\_\_\_ asleep.
- have come, has fallen
  - came, fell
  - came, had fallen
  - had come, had fallen



20. The great majority of students \_\_\_\_present at the conference. \_\_\_\_great number of them \_\_\_\_to listen to your lecture and each of them \_\_\_\_ready to answer your questions.

- a) are, A, want, is      c) is, A, wants, are  
b) are, The, want, is      d) is, The, wants, has been

### Unit 3

#### The Infinitive

**Exercise 1.** *Open the brackets and choose the Infinitive in the Active or Passive Voice.*

1. They are glad (invite/be invited) to the party. 2. I don't like (interrupt/be interrupted). 3. He will be happy (see/be seen) you. 4. I was glad (meet/be met) at the station. 5. Children like (tell/be told) tales and always (listen/be listened) to them with interest. 6. I did not think (interrupt/be interrupted) you. 7. He is glad (send/be sent) abroad. 8. He likes (ask/be asked) his professor questions, 9. He does not like (ask/be asked) questions because he does not know how to answer them. 10. Be careful with him. He is a very resentful person. He can't bear (joke/be joked at). 11. He does not like (laugh/be laughed) at other people. 12. Look, a ship can (see/be seen) in the distance. Can you (see/be seen) it?

**Exercise 2.** *Change the sentences according to the examples.*

**A. Example:** *It is simple to solve this problem. — This problem is simple to solve. It is difficult to speak to such people. — Such people are difficult to speak to.*

1. It is expensive to buy a mink coat. 2. It is impossible to get a good dinner in our canteen. 3. It was difficult to start an engine in such cold weather. 4. It is dangerous to stand on this ladder. 5. It is rather difficult to deal with stubborn people. 6. It is dangerous to drive a car in big cities. 7. It is interesting to meet new people. 8. It is simple to communicate with people due to Internet. 9. It was unpleasant to watch their quarrel. 10. It is always funny to listen to him.

**B. Example:** *He came to the party the last. — He was the last to come to the party.*

1. He is the only one among us who gave up smoking. 2. I was the next who spoke on the topic. 3. He was the first who raised this question. 4. She was the second who got an excellent mark. 5. Paul was the last who greeted me. 6. She was the first who was fired. 7. He was the only one who jumped with a parachute. 8. I am the next who will be interviewed. 9. He was the only one who could speak Japanese. 10. I was the first who noticed the mistake. 11. His horse came in the race the last. 12. She was the first among us who recognized them.

**C. Example:** *It was the best time when she could find them at home. — It was the best time for her to find them at home.*

1. Here is a simple English book that you can read. 2. The first thing they must do when they arrive is to phone home. 3. This is a problem you should solve by yourself. 4. There is nothing that we can add. 5. These are children you can play with. 6. It is not a question you may laugh at. 7. There is nothing that we can do now. 8. These are nice flowers you can buy. 9. It was a little town where they could live a quiet life. 10. It is quite natural that they will get married.

**Exercise 3.** *Make up new sentences beginning with It was. Use one of the adjectives from the box. The first is done for you.*

Nice	unfair	sensible	careless	mean	kind	silly
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*Example: Mary invited us to the party.* — It was nice of Mary to invite us to the party.

1. He bought a car but he can't drive. 2. She betrayed all her friends. Nobody wants to speak to her. 3. They helped with the work. 4. The manager cut down his salary, though he is the best worker in the team. 5. He sold his house when it cost \$45,000. Now such a house costs \$40,000. 6. You made a serious mistake when you trusted her.

**Exercise 4.** *Complete the sentences with what /how/ where/whether and the verbs from the box.*

Get	act	go	accept	go	take	buy	do	switch on
phone	use							

1. I need advice. I have been offered a new job but I really don't know \_\_\_ it or not. 2. Do you know \_\_\_ if the robbers burst into the bank? 3. Can you tell me \_\_\_ if there is a fire? 4. I don't know \_\_\_ the computer. Will this button do? 5. The countries are very interesting and I haven't chosen yet \_\_\_. 6. The TV set is good but I haven't decided yet \_\_\_ it or not. 7. Why have you stopped? Have you forgotten \_\_\_? 8. Have you understood \_\_\_ this device? 9. The problem is serious. I don't know \_\_\_ in this situation. 10. I wonder \_\_\_ a suitcase. The trip will take only two days.

**Exercise 5.** *Fill in the blanks with the particle to where necessary.*

1. I'd rather (listen) to the radio than (see) this soap opera on TV. — As for me, I prefer (watch) TV. You'd better (take) a radio and (go) for a walk. 2. You are cold. You'd better (sit) near the fireplace. 3. She'd prefer (fly) rather than (go) by train. The plane saves time. 4. I'd rather (not go) to the country tomorrow. The weather leaves much to be desired. 5. You'd better (take) an aspirin. You look bad. 6. He preferred (put on) a brown suit. 7. She prefers (not wear) shoes with high heels. 8. I want to get thinner so I'd rather (walk) than (go) by car. 9. You'd better (buy) a mobile telephone, it's more convenient. 10. I'd prefer (go) there in July.

**Exercise 6.** *Make up sentences.*

*Example: I/prefer/go alone/go with him. — I prefer to go alone rather than go with him.*

1. I'd rather/stay at home/go out 2. He /prefer/solve a problem immediately/postpone it 3. I'd /prefer/buy it tonight/go shopping early in the morning 4. They'd/ prefer/go to the restaurant/cook dinner at home 5. I'd rather/die/betray my friends 6. She /prefer/go to the country/stay in town 7. I'd rather/go to the movies/watch the VCR 8. We'd/ prefer/read a book/see a screened version 9. She /prefer/drink a cup of juice/have a substantial breakfast 10. I'd rather/go to the museum/ stay at home.

**Exercise 7.** *Open the brackets and put the verb into the corresponding form.*

*Example: I'd rather you (do) the job yourself. — I'd rather you did the job yourself.*

1. I'd rather he (go) on holiday in March. 2. Would you rather I (cook) the supper? 3. I'd rather they (go) with us. 4. Would you rather he (play) the leading part? 5. I'd rather she (buy) a new TV instead of a freezer. 6. Would you rather I (not know) anything? 7. I'd rather you (ask) me a straight question. 8. Would you rather he (make) a new attempt? 9. I'd rather she (enter) the university. 10. Would you rather she (not interfere)?

**Exercise 8.** *Make up sentences according to the example.*

*Example: time/he/come back. — It's time for him to come back.*

1) high time/we/say goodbye to everybody; 2) time/ the child/go to bed; 3) time/she/put up with his behavior; 4) high time/they/develop a new model; 5) about time/ we/leave the house; 6) high time/he/speak English fluently; 7) time/she/choose a profession; 8) high time/ we/buy a new TV set; 9) high time/he/ring me up; 10) time/he/temper justice with mercy.

**Exercise 9.** *Change your sentences according to the example.*

*Example: It is high time for them to come back. — It is high time they came back.*

1. It is time for her to make a decision. 2. It is high time for her cousin to find a job. 3. It is high time for us to put up with it. 4. It is time for you to get married. 5. It is high time for me to hand in the composition. 6. It is about time for the chairman to make a break. 7. It is high time for Granny to have a nap. 8. It is high time for Pete to take his mother from the hospital. 9. It is high time for the government to change their policy. 10. It's high time for the local authorities to pull down this house.

**Exercise 10.** *Find and correct the mistakes if any.*

1. I'd prefer to speak to you in private than phone you. 2. There is a reporter for interview you. 3. The meat is too hot to eat. 4. You would better help her carry these

suitcases. 5. It was very generous from them to give us such a present. 6. Sorry to have failed to keep the appointment. 7. I had rather go without him. 8. She the first to finish the home task. 9. I don't like to be listened to him. 10. I am not sure where going now. 11. Such books are interesting reading. 12. I am the next to fire.

## Unit 4

### The Complex Object

**Exercise 1.** *Open the brackets and use the Complex Object.*

*Example: He expected (they, arrive) at 5. — He expected them to arrive at 5.*

1. Do you want (they, stay) at the hotel or with us? 2. I'd like (the professor, look through) my report. 3. Do you want (I, show) you the sights of the city? 4. We expect (he, arrange) everything by the time we come. 5. I want (she, tell) me the news in brief. 6. He expected (the meeting, hold) in the Red Room. 7. I would like (they, fix) an appointment for me for Tuesday. 8. We want (she, introduce) us to the president. 9. I don't want (they, be late) for dinner. 10. He expected (she, invite) to the party by the Smiths. 11. I'd like (the dress, buy) by Saturday. 12. I don't want (she, treat) like Alice. 13. We considered (he, be) an honest person. 14. I don't like (she, prevent) me from doing it. 15. I suspect (he, help) by her.

**Exercise 2.** *Combine the sentences using the Complex Object.*

*Example: I did not see him. He entered the house, — I did not see him enter the house. I saw him. He was entering the house. — / saw him entering the house.*

1. They did not notice us. We passed by. 2. He heard her. She was playing the piano. 3. He saw her. She burst into tears. 4. I felt her hand. It was shaking. 5. He hasn't heard us. We called his name. 8. They haven't seen the accident. It occurred at the corner. 7. I heard them. They were arguing. 8. She heard the footsteps. They were dying away. 9. She felt something. It was crawling around her neck. 10. We many times heard him. He told this story. 11. She noticed the expression of his face. It changed suddenly. 12. I heard somebody. He mentioned my name. 13. I felt something hard. It hurt my leg.

**Exercise 3.** *Change complex sentences into sentences with the Complex Object.*

1. I did not expect that she would forget about my birthday. 2. She saw how the children were playing in the park. 3. Do you know that he went abroad two days ago? 4. I like to watch how she dances. 5. She could hardly believe that he had been rescued. 6. He expects that everybody will be ready to do this work. 7. I don't like when the children are late for dinner. 8. Don't consider that he is a hero. He is an ordinary man. 9. I've heard how he was arguing with his father. 10. I suspect that he has taken my money. 11. She likes to watch how the sun sets. 12. I hate when people

shout at each other. 13. They suppose that he will cope with this work. 14. I've heard how she was crying. 15. We expect that he will solve this problem soon.

**Exercise 4.** *Open the brackets and use the proper form of the Complex Object.*

1. Where is Nick? — I saw (he, talk) to Kate a few minutes ago. 2. Parents always want (their children, be) the best. 3. I wouldn't like (such valuable presents, give) to me. 4. I noticed (he, write) something and (pass) it to Alice. 5. We suppose (they, apologize) to us. 6. She watched (the stars, sparkle) in the dark sky. 7. I did not expect (he, behave) in such a way. 8. We don't want (our planet, pollute). 9. I heard (he, work) in his study at night. 10. They expected (he, buy) a more expensive car.

**Exercise 5.** *Open the brackets and write the correct form of the infinitive.*

1. The doctor wanted the patient \_\_\_\_
  - a) to examine
  - b) to be examined
  - c) being examined
2. There are a lot of people who expect your country \_\_\_\_ the same as their own.
  - a) not to be
  - b) not being
  - c) not be
3. Did you hear the chairman \_\_\_\_ an announcement?
  - a) to make
  - b) making
  - c) be made
4. When I was waiting in the hall, I saw a girl \_\_\_\_ with a file in her hand.
  - a) came out
  - b) to come out
  - c) come out
5. Nobody expected the president of the company \_\_\_\_ to the party.
  - a) coming
  - b) to come
  - c) come
6. I saw him \_\_\_\_ round the corner and \_\_\_\_.
  - a) turn, disappear
  - b) to turn, to disappear
  - c) turning, disappearing
7. She noticed the children \_\_\_\_ behind the tree but pretended to see nothing.
  - a) hiding
  - b) to hide
  - c) to be hidden
8. I want his article \_\_\_\_ in November.
  - a) to publish
  - b) to be published

c) publishing

9. He did not expect her \_\_\_\_ about it.

a) to be asked

b) ask

c) asking

10. We did not want his speech \_\_\_\_.

a) to interrupt

b) to be interrupted

c) interrupt

**Exercise 6.** Translate into English using the Complex Object.

1. Я не очікував, що цей поліцейський буде такою неввічливою (impolite) людиною. 2. Ми б хотіли, щоб ви доставили (deliver) товари до кінця червня. 3. Я очікував, що її запросять туди. 4. Вони не очікували, що його запитують про це. 5. Я чув, як його ім'я кілька разів згадувалося на зборах. 6. Він не помітив, як ми підійшли до нього. 7. Ви бачили, як вони над чимось сміялися? 8. Ми не очікували, що про це оголосять (announce) по радіо. 9. Мені б хотілося, щоб вона сказала нам, що вона буде робити сьогодні ввечері. 10. Я вважаю, що сьогодні ви почуєте, як вона співає. 11. Коли він почув, що його син плаче, він встав і пішов у дитячу кімнату (nursery). 12. Я б хотів, щоб ніхто не брав мої речі.

**Exercise 7.** *Open the brackets and use the Complex Subject.*

Example: He is thought (study) now. — *He is thought to be studying now.*

1. He is considered (be) a good musician. 2. They are thought (go away) some days ago. 3. James is expected (make) a report next Wednesday. 4. Steve is known (help) them to solve a problem when they were in trouble. 5. Mozart is known (compose) a lot of wonderful pieces of music. 6. The film is considered (be) the worst of the year. 7. She is supposed (work) in the laboratory from 2 to 6 p.m. tomorrow. 8. They are known (make) a new discovery a month ago. 9. He is expected (manage) the business himself. 10. He is said (be) at the customs office now. 11. The delegation is reported (leave) Prague tonight at 11 a.m. 12. They are known (live) in Egypt for a long time. 13. He is believed (work) at an urgent problem now.

**Exercise 8.** *Change these sentences using be likely, be unlikely, be sure.*

Example: *He may come on Sunday. — He is likely to come on Sunday. She may not allow us to go there. — She is unlikely to allow us to go there. They will certainly help us. — They are sure to help us.*

1. They may have a good time in the bar tonight. 2. He will certainly win this match. 3. The plane may not reach the place of destination on time. 4. You may miss the train unless you hurry. 5. She may not go by plane. 6. He may not be invited to the conference. 7. They will certainly get married soon. 8. They may not follow my

recommendations. 9. They may go on a world tour. 10. This picture will certainly be the best at the exhibition.

**Exercise 9.** *Open the brackets and use the Complex Subject.*

**A.** *Make sentences in bold type less definite and express one's uncertainty of the following.*

*Example: Do you remember his name? — Unfortunately, I don't remember his name. — / don't seem/appear to remember his name.*

1. They got married a month ago. Is she happy? — **No, she is not happy.**  
2. **Does** she have a key to her suitcase? — **No, she has lost it.** 3. We are so late. I am sure he has gone. — **No, he is waiting for us.** 4. She looks nice. — **Yes, but she has put on weight.** 5. I want to be introduced to Mrs. Smith. — Peter will help you. **He knows her well.** 6. I have much trouble with my new washing machine. — No problem. **I know this type very well.** 7. Does he work at the same office? — **No, he changed his job.** 8. Is she still abroad? — **No, she returned two months ago and now is working at her new book.** 9. Look, **this man is overhearing us.** Speak more quietly. 10. **The president has left his country residence and is returning to the capital.**

**B.** *Change your sentences using the verb happen with the verbs in bold type.*

*Example: Do you know Mr. Brown? — Do you happen to know Mr. Brown?*

1. I'll visit Trafalgar Square if I am in London. 2. If anybody knows him, call the police. 3. If you see Kate, ask her to phone me. 4. Do you **know** how to get to the Tower? 5. He'll arrange everything if he **goes** on a tour. 6. Does he **know** with whom Mary has gone to the Canaries? 7. Have you **seen** them leave? 8. Can you change a pound? 9. Has she **seen** where they parked their car? 10. If I **meet** them, I'll phone the police.

**C.** *Change your sentences using verbs turn out or prove.*

*Example: He knows Mr. Brown. — He turned out/proved to know Mr. Brown.*

1. The interview with the young artist was rather interesting. 2. The prices at the hotel were reasonable. 3. The conversation with them was rather unpleasant. 4. The young man was a smuggler. 5. He was a qualified economist. 6. The student's knowledge of mathematics was above the average. 7. Yesterday's party was entertaining. 8. The weather in this part of the country was rainy. 9. The workshop was rather useful for economists, but for managers it was rather dull. 10. I bought a book which was a best-seller. 11. This unpleasant man who found faults with me during the interview was my manager.

**Exercise 10.** Choose the right variant.

1. The rain seems \_\_\_\_\_. Call the children in. I don't want them \_\_\_\_\_.

- a) to be, to be got wet through
  - b) to be starting, to get wet through
  - c) to have started, to have got wet through
  - d) to have been started, to be getting wet through
2. The English colony, Plymouth, in Massachusetts, is known \_\_\_\_ by the Pilgrims who arrived on the *Mayflower* in 1620.
- a) to be established
  - b) to have established
  - c) to have been establishing
  - d) to have been established
3. Look, they are likely \_\_\_\_ to the news. They seem
- a) to be listening, to be excited
  - b) to listen, to be excited
  - c) to have been listening, to have excited
  - d) to have listened, to be being excited
4. He is sure \_\_\_\_ a liar. Everybody heard him \_\_\_\_ that in so many words.
- a) to be, to say
  - b) be, say
  - c) to be, say
  - d) be, to say
5. When I came in, the discussion seemed \_\_\_\_ to an end. They appeared \_\_\_\_ patience because they turned out \_\_\_\_ for it.
- a) to have been coming, to have been losing, be ready
  - b) to be coming, to be losing, not to be ready
  - c) to come, to lose, to be ready
  - d) to have come, to have lost, not to be being ready
6. Jack, you seem \_\_\_\_ too fast. The speed is already 100 miles. I am afraid. I want you \_\_\_\_ the speed till 40 miles.
- a) to have driven, slow down
  - b) to drive, to slow down
  - c) to be driving, to be slowing down
  - d) to be driving, to slow down

**Exercise 11.** *Translate into English using the Complex Subject.*

1. Стівен обов'язково виграє цю гру. 2. Відомо, що Пітер поїхав в Осло. 3. Припускають, що президент виступить на конференції. 4. Цю п'єсу вважають найцікавішою в театрі. 5. Здається, вона готує яблучний пиріг (apple pie). Пахне дуже смачно. 6. Боб, напевно, нам допоможе. – Він напевно нам допоможе. 7. Вважають, що вони поїхали вчора. 8. Мабуть, переговори (talks) закінчатся завтра. 9. Вважають, що ця робота була виконана успішно. 10. Навряд чи цей факт має велике значення (be of great importance). 11. Це, ймовірно, станеться, якщо вітер не зміниться. 12. Кажуть, що делегати на конференцію вже приїхали. 13. Відомо, що цей комітет був створений кілька років тому. 14. Він, мабуть, пише нову книгу. 15. Припускають, що вони зможуть вирішити це питання негайно. 16. Відомо, що Джек Лондон написав багато прекрасних книг.



## Unit 5

### The Gerund

**Exercise 1.** *You can use either gerunds or infinitives after the following verbs. Find the odd word in the chain of the verbs.*

**Example:** fancy   avoid   agree   postpone

- 1) deny   practice   afford   suggest
- 2) offer   mention   risk   mind
- 3) put off   prove   learn   aim
- 4) admit   fancy   fail   consider
- 5) expect   happen   give up   tend
- 6) enjoy   endure   imagine   appear
- 7) can't help   adore   refuse   carry on
- 8) delay   have difficulty   intend   spend time
- 9) can't stand   keep   resist   seem
- 10) be busy   neglect   threaten   plan

**Exercise 2.** *Complete the following sentences using gerunds.*

1. (Be) free and alone is a good thing if you are tired of big cities. 2. (Find) you here was a quite a surprise. 3. If this is what you intend (ask) me, stop (waste) your time. 4. They kept on (talk) though the band began (play). 5. Everyone enjoyed (swim) in the river. 6. My watch needs (repair). 7. He never mentioned (live) in Prague. 8. He does not seem to mind (air) the room. 9. Just imagine (go) there together! 10. Don't put off (do) it now. If you postpone (receive) a visa again, you will miss an excellent opportunity of (go) there.

**Exercise 3.** *Match the parts of the sentences.*

- 1) Making money
  - 2) Being born in my provincial town
  - 3) There is a general feeling all around
  - 4) He promised them that no harm
  - 5) Would you mind
- 
- a) would come to them for signing the papers.
  - b) looking up his telephone number?
  - c) is my dream also.
  - d) wasn't much different from being born in Brooklyn.
  - e) that her running away was a good thing.

**Exercise 4.** Complete the following sentences with gerunds formed from the verbs in the box.

Buy comment answer sign pay help recognize make go see escape
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1. \_\_\_big prices for famous pictures is now a wealthy man's way of \_\_\_taxation. 2. English grammar is very difficult and few writers have avoided \_\_\_mistakes. 3. Maurice was saved from \_\_\_by Kate's entry with the tray. 4. The elderly ladies enjoyed \_\_\_who came in and out, \_\_\_old friends, and \_\_\_unfavourably how these had aged. 5. Of course the contract is mutually beneficial and he is all for \_\_\_it. 6. The important part of his life is \_\_\_people. 7. Parks at night is a dangerous place to walk. Avoid \_\_\_there after darkness. 8. Father suggested \_\_\_a new machine.

**Exercise 5.** Make up sentences using gerunds.

1. Forgive (I, take up) so much of your time. 2. Do you mind (he, join) us? 3. Does he feel like (stay) here for another week? 4. I appreciate (you, encourage) him when he failed in his experiment. 5. Do you know the reason for (he, feel) disappointed? 6. "It's no good (you, hate) it," he said becoming didactic. 7. Only the other day they had been talking about (something, happen). 8. She was listening hard all the time for any sound of (Jan, descend) the stairs. 9. He wishes he'd never told you the truth but it's no use (he, deny) it. 10. Cursing himself for (not learn) to drive a car he woke up Toni. 11. Of course, I should insist on (you, accept) the proper professional fee. 12. Bob was feeling rather unwell, and was not really looking forward to (we, visit) him. 13. My father thinks I am not capable of (earn) my own living. 14. He warned us that there was no point in (we, arrive) half an hour earlier. 15. They were talking about (she, give up) the job and (go) to live in the country.

**Exercise 6.** Open the brackets and use the proper gerund either in the active or passive voice.

1. The speaker was annoyed at (interrupt) every other moment. 2. He showed no sign of (hurt). 3. They showed no sign of (recognize) us. 4. He insists on (pay) for his work done. 5. We did not want to speak to the correspondent and tried to avoid (interview) by him. 6. Excuse me for (give) so much trouble to you. 7. After (examining) by the doctor I was given a sick leave. 8. They deny (rob) the bank, but admit (make) plans about it. 9. The problem is not worth (speak of). 10. Why does he avoid (meet) journalists? 11. She insisted on (show) the files to her. 12. She does not stand (remind) people of their duties and (remind) of hers. 13. He is not used to (speak to) like that. 14. He had never thought of security because he had no idea of (kidnap). 15. Did you succeed in (persuade) your colleagues? 16. The TV set needs (repair). 17. He is looking forward to (give) the main part in the play. 18. After (look through) the papers were registered. 19. He can't do anything without (disturb) anybody or (disturb). 20. Have you ever dreamed of (earn) a million dollars?

**Exercise 7.** Complete the sentences on the right using the gerunds formed from the verbs in the box.

Persuade go remember gamble do see try visit talk watch buy get speak cry
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1. Do you ever watch TV? Never. I think it's a waste of time \_\_\_\_\_. 2. I advise you to see the film which is on at our local cinema. It is worth \_\_\_\_\_. 3. He is speaking too much. I think it's no use \_\_\_\_\_ into every detail. 4. Why are you speaking so much of it? To my mind, the matter is not worth \_\_\_\_\_ of. 5. Why are you crying? You are seven years old already. Is it good \_\_\_\_\_ over the broken doll? 6. Stay in bed then. It is no good \_\_\_\_\_ anything if you feel bad. 7. Have you talked to Alice? Yes, but we had difficulty \_\_\_\_\_ to her. I did not expect her to be so stubborn. I think it's a waste of time \_\_\_\_\_ her to follow our advice. 8. She has bought a new fur coat. Well, to my mind, there is no point in \_\_\_\_\_ a new one if she has already got four coats! 9. What are you going to do tonight? Let's go to the casino. I think it is a waste of money \_\_\_\_\_. 10. Where have you been this summer? In Moscow, I had difficulty \_\_\_\_\_, a visa. 11. She has left for Paris. It's no use \_\_\_\_\_ to get in touch with her. 12. England and Brazil are going to play tomorrow. I've already bought tickets. Matches between England and Brazil are worth \_\_\_\_\_. 13. Ronald Reagan often used Russian proverbs in his speech. I think he supposed they were worth \_\_\_\_\_.

**Exercise 8.** Fill in the blanks with prepositions *after, before, by, on, without*.

1. What did she mean \_\_\_\_\_ boasting like this? 2. His knowledge has improved \_\_\_\_\_ taking a training course. 3. He could tell the funniest story \_\_\_\_\_ smiling. 4. \_\_\_\_\_ entering the house she rushed to the telephone \_\_\_\_\_ greeting anybody. 5. You can keep healthy and fit \_\_\_\_\_ jogging in the morning. 6. Where did he go \_\_\_\_\_ finishing his work? 7. \_\_\_\_\_ writing an article about the events he must go to the place where they are taking place. 8. \_\_\_\_\_ hearing a woman's cry he jumped up from his seat. 9. \_\_\_\_\_ going through the customs office he went aboard the plane. 10. She was upset \_\_\_\_\_ not getting an answer from him.

**Exercise 9.** Fill in the blanks with proper gerunds (use the verbs in the box).

Send call go take speak find accomplish come part laugh gamble explain steal cheat support live take buy
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1. He has succeeded in \_\_\_\_\_ a difficult task and we are proud of him. 2. You should ask him for help. It seems to me that he is very good at \_\_\_\_\_ everything. 3. Mr. Grimsby hasn't got enough experience. I am against \_\_\_\_\_ in our work and I object \_\_\_\_\_ to the conference. 4. The audience burst out \_\_\_\_\_ at the sight of the monkey going through different tricks. 5. Do you know he has given up \_\_\_\_\_? 6. I don't insist on \_\_\_\_\_ there by plane. 7. Though nobody suspected him of \_\_\_\_\_, his companions accused him of \_\_\_\_\_ them when he was responsible for \_\_\_\_\_ goods for their company. 8. They

are engaged in \_\_\_ new people for their firm. 9. Why do you persist in \_\_\_ him? 10. He is fed up with \_\_\_ alone. He is looking forward to his family \_\_\_ in two days. 11. They prevented us from \_\_\_ rash steps. 12. She feels like \_\_\_ too much when she drinks a glass of champagne. 13. He decided against \_\_\_ her again.

**Exercise 10.** *Fill in the blanks with prepositions or adverbs where necessary.*

1. The policeman accused him \_\_\_ exceeding the speed limit. 2. She has been dreaming \_\_\_ flying to the Bahamas. 3. The rain prevented him \_\_\_ going to the country. 4. They have decided \_\_\_ buying a new car. 5. He succeeded \_\_\_ being promoted. 6. I feel \_\_\_ staying at home. It is rather cold. Let's watch a new film on TV instead \_\_\_ going to the picnic. 7. She is fed \_\_\_ staying in the village. 8. He went to the disco despite \_\_\_ having a headache. 9. She is looking \_\_\_ playing the leading part in the performance. 10. I think it's no use \_\_\_ trying to get him home. 11. Everybody congratulated her \_\_\_ passing the exam so well. 12. He is not very good \_\_\_ taking decisions quickly. 13. They don't approve \_\_\_ her getting married to James. 14. The police suspect him \_\_\_ drug smuggling. 15. We have difficulty \_\_\_ installing the new equipment.

**Exercise 11.** *Paraphrase the sentences using the gerunds. Use prepositions or adverbs where necessary (gerundial phrases are in bold type).*

*Example: We have no objections. **They may leave at once.** — We have no objections to their leaving at once.*

1. **He is unable to resist her charm.** It's funny. 2. **They told the truth.** You shouldn't deny it. 3. **You shouldn't take advantage of people's weakness.** It's no good. 4. **I confided in this man.** I admit it. 5. **She accepted the proposal.** Her mother was displeased with it. 6. We **rang the bell** and we were admitted to the hall. 7. I'd like **to speak to you frankly.** I hope you don't mind it. 8. **He is admitted to our closed circle.** I object to it. 9. He was afraid **that I would change the decision.** 10. **After he had studied the weather forecast in great detail,** he said he would go back to London. 11. Why do you insist that he **should be present there?** 12. I am really ashamed **that I haven't written to you for so long.** 13. **You submitted the report to the secretary.** I remember it. 14. I was prepared to dislike Mr. Kalada **even before I met him.** 15. He suggested that we **should start at once.** 16. We are looking forward to the fact that you **will spend the summer with us.** 17. He **is** responsible that **the letter is delivered only today.** 18. This woman's face attracted his attention as familiar for he remembered that **she had passed by him several times.**

**Exercise 12.** *Open the brackets with either gerunds or infinitives. Use prepositions or adverbs where necessary.*

1. There is no point (worry) about these things. 2. Do you want me (order) a long-distance call? 3. Before (give) evidence you must swear (speak) the truth. 4. I've seen him (leave) the office early this afternoon. He seemed (be) unhappy about

something. 5. She didn't succeed (be) economical. 6. Would you mind (look up) his telephone number? 7. I'm looking forward (make) an appointment with this businessman. 8. It was a lovely day, so I suggested (go) to the country. 9. Would you mind (close) the window? I hate (sit) in a draught. 10. It's worth (arrange) the things properly. 11. I'd like you (arrange) everything by the time I come back. 12. It's very difficult (deal) with him because he got used (do) everything in his own way. 13. The teacher was very strict. Nobody dared (speak) to each other. 14. They don't have much money. They can't afford (go) out very often. 15. It is no use (have) a car if you don't know how (drive).

**Exercise 13.** *Choose the right variant with the following verbs.*

**A. remember**

1. Remember (to look/looking) ahead when driving. 2. When you go on that mission please remember (to point out/pointing out) to people there that our stand on this issue remains the same. — I won't fail to do that. 3. Do you remember (to meet/meeting) them last summer? 4. Remember (to phone/phoning) as soon as arrive. 5. The policeman asked me if I clearly remembered (to lock/locking) the door before I went to bed. 6. I remember (to pay/paying) him. I gave him two pounds. 7. Did you remember (to give/giving) him the key to the safe? — No, I didn't. I'll go and do it now. 8. I don't remember ever (to see/seeing) you. 9. She does not remember (to ask/asking) this question. 10. We remember (to stay/staying) a weekend with her. She is a nice woman. 11. When you are on holiday remember (to send/sending) postcards to a few close friends.

**B. regret**

1. I regret (to tell/telling) you all the tickets for this performance have been sold. 2. He's always regretted (not to learn/not learning) to play a musical instrument. 3. They regret (to fail/failing) to understand the importance of your proposal. 4. I regret (to inform/informing) you that your application has been rejected. 5. I don't regret (to quarrel/quarrelling) with him. 6. The manager regrets (to say/saying) that your proposal has been turned down. 7. We regret (to miss/missing) this film. It is worth seeing. 8. I regret (to say/saying) I won't be able to come. 9. She regrets (not to be able/not being able) say goodbye to him. 10. If you regret (to do/doing) something, you are sorry about an action in the past.

**C. be (get) used to/used to**

1. He used to (be/being) good at mathematics. 2. I got used to (get up/getting up) very early. 3. In the Dark Ages people used to (think/thinking) that the sun goes round the earth. 4. He wasn't used to (work/working) late at night. 5. He used to (study/studying) late at night when a youth. 6. She was used to (wander/wandering) about the fields by herself. 7. In my childhood my aunt used to (bring/bringing) little presents for me. 8. He quickly got used to (have/having) a good meal and nice suits. 9. He used to (say/saying) that there was nothing like warm crisp brown bread spread with honey. 10. The mother was used to (do/doing) all the work about the house alone. 11. The mother used to (do/doing) all the work about the house.

**D. try**

1. Why don't you try (to lose/losing) some weight? 2. He tried (to go/going) to evening classes but his English was still hopeless. 3. She tried (to explain/explaining) the situation but he refused to listen and went on grumbling. 4. Do stop talking, I am trying (to write/ writing) a letter. 5. He tried (to persuade/persuading) them to sign a contract. 6. Try (to forget/forgetting) it, it is not worth worrying about. 7. I tried (to catch/ catching) his eye, but he sat motionless. 8. He tried (to cook/cooking) but failed. 9. They had tried (to introduce/ introducing) many other methods in return to the initial one.

**E. stop**

1. If you stop (to do/doing) something, you finish an action. 2. If you stop (to do/doing) something, you interrupt one action in order to do something else. 3. We stopped (to buy/buying) food in the store because the owner raised the prices. 4. We stopped (to buy/buying) food in the store because we were hungry. 5. Do stop (to make/making) this awful noise! 6. We've only stopped (to buy/buying) some petrol. 7. They stopped (to produce/ producing) refrigerators because of their workers' strike. 8. He suddenly stopped (to speak/speaking), got up and left without saying anything.

**F. be afraid to/be afraid of**

1. I'm afraid (to take/taking) an exam because I'm afraid (to fail/failing) it. 2. He was afraid (to leave/ leaving) the house because he was afraid (to meet/meeting) someone who might recognize him. 3. He was afraid (to say/saying) a word because he did not know anybody. 4. I am afraid (to go/going) by plane. 5. He was afraid (to tell/telling) her the sad news. 6. My sister is such a coward! She can't see horror films because she is afraid (to meet/ meeting) a ghost at night. 7. He was afraid (to make/ making) the next step because he was afraid (to fall/falling) because he was standing on the brink of the precipice.

**G. can't help**

1. It is silly of me, but I can't help (to feel/feeling) anxious. 2. I can't help (to laugh/laughing) at his jokes. 3. They can't help him (to do/doing) the exercise. 4. She could not help (to be attracted/being attracted) by the fact that she was being looked at. 5. He couldn't help his son (to solve/solving) the problem. 6. She couldn't help (to phone/phoning) her mother when she heard the news.

**Exercise 14. Open the brackets with either gerunds or infinitives.**

1. I don't remember (switch off) the TV set. I'd better (go) and (check) it. 2. The weather is very nice. Let's (go) for a swim. — I am not particularly good at (swim). What about (go) for a drive instead of (bathing)? 3. We stopped once (buy) some food, and then we stopped again (ask) the way. 4. Do you feel like (dine) out or would you rather (have) dinner at home? — I'd like (go) out. I always enjoy (have) dinner at a restaurant. 5. I don't mind (travel) by bus but I hate (stand) if there are a

lot of people. I think it's better (go) by tube. 6. Would you like (come) to the conference devoted to the theatre? — No, thanks. I like (see) performances but I don't enjoy (listen) to people talking about it. 7. I'm delighted (hear) that you can come for the weekend. We are all looking forward to (see) you. 8. The autumn is wonderful! You got used to (swim) in September, so remember (bring) your bathing suit. 9. I remember (lend) that book to you. You wanted (write) a report. — Oh, I'm so sorry! I'll bring it back tonight. 10. When would you like (start off)? — In a few moments. — Let's (wait) till it stops (snow) otherwise we may get lost. 11. Do you remember (meet) her at my birthday party? — Yes, certainly. Thank you for the chance (meet) such a beautiful and witty girl. 12. The results are very disappointing, I regret (say). I allow you (to rewrite) the test. But I allow (rewrite) on condition everyone is present. 13. You know I meant (buy) something for supper but the shop was closed. — OK. It means (have) sandwiches and tea for supper.

**Exercise 15.** *Find and correct the mistakes if any.*

1. I think you made a mistake to come here. 2. When he told me about his plans, I couldn't help to be surprised. It absolutely wasn't in his line. 3. I can't help you preparing this historical sketch. 4. It's no use persuading such a stubborn person. 5. People often have difficulty to learn a foreign language. 6. I congratulated Ann to enter University. 7. We called after him, but he did not even stop turning his head. 8. I don't remember him to tell anything of the kind. 9. They couldn't forgive me for wasting so much time. 10. It is not worth to take up the matter now; it can wait.

**Exercise 16.** *Choose the correct variant.*

1. He was clever enough \_\_\_\_\_ in this delicate situation.
  - a) avoiding, speaking
  - b) to avoid, to speak
  - c) avoiding, to speak
  - d) to avoid, speaking
2. I wonder if there is any use \_\_\_\_\_ him.
  - a) trying, improving
  - b) trying, to improve
  - c) to try, to improve
  - d) to try, improving
3. Please let it \_\_\_\_ clearly. I am not used \_\_\_\_ something twice.
  - a) understand, to saying
  - b) to understand, to say
  - c) be understood, to saying
  - d) be understood, to say
4. Suddenly she burst out \_\_\_\_ with the words, "I'm sick and tired \_\_\_\_ soups and porridges for him. I can't go on \_\_\_\_ my best years."
  - a) crying, of making, wasting
  - b) to cry, to make, to waste

c) to cry, of making, wasting

d) crying, to make, wasting

5. He had some difficulty, \_\_\_ his temper. This scene was worth \_\_\_. After that he avoided \_\_\_ by his friends.

a) to control, to watch, to see

b) controlling, watching, seeing

c) controlling, watching, being seen

d) being controlled, being watched, to be seen

## Unit 6 The Participle

**Exercise 1.** *Open the brackets and use the correct form of Participle I.*

1. That night, (go) up to his room he thought of his unpleasant duty. 2. She smiled (remember) the joke. 3. A new road will soon be built (connect) the plant with the railway station. 4. He speaks like a man (take) his opinion of everything. 5. (Not know) that she could trust them she did not know what to do. 6. And (say) this he threw himself back in the armchair. 7. I spent about ten minutes (turn) over the sixteen pages of *The Guardian* before I found the main news and articles. 8. (Be) so far away he still feels himself part of the community. 9. The boy came out of the water (shake) from top to toe. 10. (Support) her by the arm he helped her out of the taxi.

**Exercise 2.** *Paraphrase the following using Participle I where it is possible.*

*Example: The man who is speaking to Mary is a well-known surgeon. — The man speaking to Mary is a well-known surgeon.*

1. The woman who is working in the garden is my sister. 2. The man who made a report yesterday came back from the USA. 3. I couldn't ring them up because I did not know their telephone number. 4. We went to see our friends who had just returned from a voyage. 5. The sidewalks were crowded with people who were watching the carnival. 6. He had a massive gold watch, which had belonged to his father. 7. He stood at the counter and hesitated, he did not know what to choose. 8. The conferences, which are held at the University every year, are devoted to ecological problems. 9. Unable to attend the conference that took place a month ago, we asked to send the typewritten reports. 10. I looked at the people who were lying on the beach. 11. The people who are waiting for the doctor have been sitting here for a long time. 12. The man who phoned you yesterday is waiting for you downstairs.

**Exercise 3.** *Open the brackets and use the correct form of Participle II.*

1. She looked at the table. There was a loaf of brown bread (divide) into two halves. 2. There was another pause (break) by a fit of laughing of one of the old men sitting in the first row. 3. The child (leave) alone in the large room began screaming.



4. The centre of the cotton industry is Manchester (connect) with Liverpool by a canal. 5. The story (tell) by the old captain made the young girl cry. 6. He did not doubt that the information (receive) by morning mail was of great interest for his competitors. 7. The equipment (install) in the shop is rather sophisticated. 8. We've got a great variety of products, which are in great demand. Here are some samples (send) to our distributors last month. 9. The methods that were applied in the building of the new metro stations proved to be efficient. 10. She warmed over the dinner that she cooked yesterday.

**Exercise 4.** *Paraphrase the following using Participle II.*

*Example: These are only a few of the attempts, which were made to improve the situation. — These are only a few of the attempts made to improve the situation.*

1. The new job, which has been offered to me lately, seems to be very interesting. 2. He could not recognize the square, which was rebuilt, while he was away. 3. The news, which you've brought to us, is exciting. 4. The things that are left behind by passengers are usually taken to the Lost Property Office. 5. The animals, which were caught in the morning, struggled furiously. 6. The answer, which had been so long expected, came at last. 7. There was a dead silence in the room, which was broken only by his cough. 8. The sunrays lighted the magnificent house, which was built on the hill. 9. The castle, which was built many years ago, was in good order. 10. The typewriter that was bought a few days ago has gone wrong.

**Exercise 5.** *Open the brackets and use participial constructions with the conjunctions when, while, as if, as though, if, till, unless.*

*Example: When you cross the street, be careful at the crossroads. — When crossing the street, be careful at the crossroads.*

1. When he was lying he spoke more quickly than when he was telling the truth. 2. She stood in front of the mirror as if she were speaking to herself. 3. She screamed as though she had been badly hurt. 4. He is a quiet man. He never hurries unless he is pressed for time. 4. While I was waiting for you, I was looking through newspapers and magazines. 5. When he was asked about it, he could say nothing. 6. When the article is translated, it will be typed. 7. While I was crossing the street yesterday, I saw an accident. 8. A promise counts so little till it is kept. 9. When he was a student he used to study at the library. 10. He was hesitating whether to take the step, which if it was mistaken, could put him to trouble.

**Exercise 6.** *Open the brackets and use the correct form of Participle I Perfect.*

1. (see) so little of the country, I am afraid I cannot answer all your questions. 2. (arrive) two days before the conference he had a lot of time to see Edinburgh. 3. I felt very tired (work) the whole day in the sun. 4. (buy) a pair of gloves we moved to the shoe department. 5. She left (tell) us all she had found out. 6. (get) what he wanted he took his hat and left. 7. By this time (get used) to the atmosphere of the big

city, he no longer felt a stranger. 8. I felt refreshed and rested (sleep) for eight hours. 9. (complete) all our preparations we hired a taxi and hurried off. 10. Never (experience) such difficulties she was at a loss.

**Exercise 7.** *Open the brackets and fill in with the proper participle.*

1. He fell asleep (exhaust) by the journey. 2. She entered the dining room (accompany) by her husband and her father. 3. A snake (sleep) in the grass will bite if anyone treads upon it. 4. (Fill) his pockets with apples the boy was about to run away when he saw the owner of the garden with a stick in his hand. 5. It was a bright Sunday morning of early summer (promise) heat. 6. When I came home, I found the table (lay). 7. (Judge) by the colour of the sun it should be windy tomorrow. 8. (Arrive) at a big seaport, I started to look for a job. 9. He had received an urgent message (ask) him to telephone Sir Matthew. 10. He looked at groups of young girls (walk) arm in arm. 11. In the wood they sat down on a (fall) tree. 12. (See) from the hill the city looks magnificent. 13. (Address) the parcel, I went out at once to post it. 14. She often took care of my little sister (give) me a possibility to play with other boys. 15. (Wash) her face in cold water, she came up to the window and shut it. 16. Paul sat down again, evidently (change) his mind about going.

**Exercise 8.** *Choose the right variant.*

1. She stayed \_\_\_\_ in her room, \_\_\_\_ to come downstairs.
  - a) having locked, refused
  - b) locked, refusing
  - c) locking, having refused
2. She had a good practical knowledge of French \_\_\_\_ as an interpreter for many years in France.
  - a) working
  - b) having worked
  - c) worked
3. When we \_\_\_\_ from our day's outing came into the kitchen, we found dinner \_\_\_\_.
  - a) returned, serving
  - b) having returned, served
  - c) returning, having served
4. \_\_\_\_ by his elbow, Mary listened to their talk.
  - a) supported
  - b) supporting
  - c) having supported
5. \_\_\_\_ their meal they went for a stroll in the park.
  - a) finishing
  - b) finished
  - c) having finished
6. Fruits \_\_\_\_ in hothouses are not so rich in colour, taste and vitamins as fruits \_\_\_\_ in natural conditions.

a) having grown, grown

b) grown, growing

c) growing, having grown

7. \_\_\_ in the reception room he thought over what he would say when he was asked into the office.

a) waiting

b) waited

c) having waited

8. She used to say sharp and \_\_\_ words to him.

a) having wounded

b) wounded

c) wounding

9. I admired the grounds and trees \_\_\_ the house.

a) surrounding

b) having surrounded

e) surrounded

10. She looked at the scene \_\_\_ to the innermost of her heart.

a) shaking

b) shaken

c) having shaken

**Exercise 9.** *Find and correct the mistakes if any.*

1. Felt tired and having nothing more to do till he came, she sat into the armchair at the window having looked at the mountains lighting by the sun. 2. On the walls there were some common coloured pictures, framing and glazed. 3. His house was close at hand, a very pleasant little cottage, painted white, with green blinds. 4. It was the hour of sunset, having unnoticed in the cities, so beautiful in the country. 5. Finished breakfast, he stayed for some minutes in the dining room. 6. Mother smiled looking at the children played in the garden. 7. While reading a book, I came across several interesting expressions. 8. Some questions having touched upon in the report are worth considering. 9. Leaving our suitcases we went sightseeing. 10. Hearing her come into the house he went downstairs.

### Test 3

**I.** *Open the brackets and fill in with the proper verbals (infinitives, gerunds or participles). Use prepositions if necessary.*

#### The Bees

I remember when I was a child (*send*) (*visit*) one of our numerous elderly eccentric aunts. She was mad about bees; the garden was full of bees, (*hum*) like telegraph poles. One afternoon she put on an enormous veil and a pair of gloves, locked us all in the cottage for safety, and went out (*try*) (*get*) some honey out of one of the hives. Apparently she did not stupefy them properly, or whatever it is to do,

and when she took the lid off, the bees poured out and settled on her. We were watching all this through the window. We didn't know much about bees, so we thought this was all right, until we saw her *(fly)* round the garden *(make)* desperate attempts *(avoid)* the bees, *(get)* her veil tangled in the rosebushes. Eventually she reached the cottage and flung herself at the door. We couldn't open it because she had the key. We kept *(try)* *(tell)* her this, but her screams of agony and the humming of the bees drowned our voices. It was I believe Leslie who had the brilliant idea *(throw)* a bucket of water over her from the bedroom window. Unfortunately in his enthusiasm he threw the bucket as well. *(Drench)* with cold water and then *(hit)* on the head with a large iron bucket is irritating enough, but *(fight off)* a mass of bees at the same time makes the whole thing extremely trying. When we eventually got her inside she was so swollen as to be almost unrecognizable.

## II. Choose the right variant.

1. He seemed \_\_\_ all about influenza and said \_\_\_ was nothing \_\_\_ about.
  - a) to know, it, to worry
  - b) to be knowing, there, worrying
  - c) to know, there, to worry
  - d) to have known, it, to have been worried
2. She put down her book \_\_\_ me \_\_\_; and \_\_\_ me \_\_\_ took her workbasket and sat into one of the old-fashioned armchair.
  - a) to see, coming in, have welcomed, as usually
  - b) having seen, to come in, welcoming, usually
  - c) on seeing, come in, having welcomed, as usual
  - d) after seeing, having come in, to welcome, in a usual way
3. I don't object \_\_\_ there, but I don't want \_\_\_ alone.
  - a) to your living, you living
  - b) you to live, your living
  - c) your living, you to live
  - d) to your living, you to live
4. I remember \_\_\_ that hill in twilight. An age seemed \_\_\_ since the day that brought me first to London.
  - a) descending, to have elapsed
  - b) to have descended, to have elapsed
  - c) to descend, to elapse
  - d) being descended, to be elapsed
5. He stood invisible at the top of the stairs \_\_\_ Irene \_\_\_ the letters \_\_\_ by the \_\_\_ post.
  - a) to watch, to sort, bringing, latest
  - b) watching, sorting, brought, last
  - c) having watched, sorting, having brought, latest
  - d) being watched, having sorted, to have been brought, last

6. On his way home Andrew could not help \_\_\_ what \_\_\_ charming fellow Ivory had turned out \_\_\_.
- to reflect, a, to be
  - being reflected, the, have been
  - reflecting, the, be
  - reflecting, a, to be
7. I wouldn't like \_\_\_ because I'm afraid \_\_\_.
- drive fast, crashing
  - to drive fast, of crashing
  - driving fastly, to crash
  - to be driven faster, to be crashed
8. \_\_\_ paper is said \_\_\_ by \_\_\_ Chinese.
- \_\_\_, to have been invented, the
  - the, to have been invented, \_\_\_
  - \_\_\_, to have invented, \_\_\_
  - the, to be invented, the
9. There is no point \_\_\_ to him. He is \_\_\_ last man in the world \_\_\_ by any such circumstances.
- to speak, the, to trouble
  - to speak, \_\_\_, being troubled
  - speaking, a, be troubled
  - in speaking, the, to be troubled
10. It's high time you \_\_\_ like that. He is fond \_\_\_ fun of everybody.
- get used to him to behave, to make
  - used to his behaving, about making
  - got used to his behaving, of making
  - used to behave, to make
11. He felt \_\_\_ something from him and demanded \_\_\_\_\_ truth. He wasn't worth \_\_\_\_\_ lie.
- them to hide, to tell, the, telling, the
  - them hiding, they will tell, a, to tell, a
  - they were hiding, being told, the, telling, a
  - they hide, telling, a, telling, the
12. \_\_\_\_\_ words about the author himself, the lecturer went on \_\_\_ of his works.
- after saying, a few, to speak
  - saying, few, to speak
  - having said, few, speaking
  - to have said, a few, speaking
13. She was looking forward to \_\_\_ the leading part \_\_\_ that she was greatly \_\_\_ at not even \_\_\_ it.
- giving, playing, disappointing, being offered
  - to be given, to play, disappointed, to be offered
  - being given, to play, disappointed, being offered
  - give, playing, disappointed, offering.

14. Did you remember \_\_\_ the parcel I gave you? —Yes, I remember \_\_\_ it a week ago.
- to post, posting
  - to post, to post
  - posting, to post
  - posting, posting
15. You \_\_\_ go and check everything by yourself unless you \_\_\_ it.
- would better, want him to do it
  - had rather, don't want his doing
  - had better, want him to do it
  - would rather, don't want him to do
16. The accused men \_\_\_ near the bank during the robbery. It's no, use \_\_\_ the case without direct \_\_\_.
- deny being somewhere, investigating, evidence
  - denies to be anywhere, to investigate, evidences
  - deny being anywhere, investigating, evidence
  - denies to be somewhere to investigate, evidences
17. You \_\_\_ your children \_\_\_ their own way in the end.
- are to let, to go
  - have letting, going
  - have to let, go
  - are to let, gone
18. I suggest \_\_\_ as soon as possible. I \_\_\_ before sunset.
- us to start, would rather to come
  - our starting, had rather come
  - us starting, would prefer to come
  - our starting, would rather come
19. I am afraid \_\_\_ to him. What if he really has the power to stop \_\_\_ there, and means \_\_\_ them against me?
- to speak, me go, to turn
  - of speaking, my going, turning
  - to speak, my going, to turn
  - speaking, me going, to turn
20. He's always regretted \_\_\_ school so young. He has not got enough qualifications and education. Unfortunately he often receives letters \_\_\_ with "Dear sir, we regret \_\_\_ you that your application was turned down."
- leaving, beginning, to inform
  - to leave, to begin, to inform
  - leaving, beginning, informing
  - to leave, to begin, informing

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СПІЛКУВАННЯ»**

*(для студентів освітньо-кваліфікаційного рівня «магістр» заочної форми  
навчання всіх спеціальностей університету)*

(Англ. мовою)

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